



This document provides instruction on how to process a Voucher that contains asset data. These instructions are for agencies who begin asset integration in the Purchasing module by populating the Asset Management Business Unit and Profile ID fields on either the Requisition or Purchase Order. Note this document does not cover every step to processing a Voucher; only the pertinent asset-related data is included. Additional instruction on processing a Voucher can be found in the Accounts Payable training documents.



Foundation Information

It is important to understand 3 basic asset concepts before processing an asset Voucher. All of these are defined in the **Asset Management—The Basics Training Guide** located on the SMART website under the Training page, Asset Management section.

1. You should know the definition of “**asset**.”
2. You must have an understanding of **Profile ID**’s.
3. You must know the **Capitalization Thresholds** utilized by the State.

There are two fields that trigger the integration: the **AM Business Unit** (your business unit) and the **Profile ID**. It is critical that the correct Profile ID is selected on these documents to prevent processing problems in the AM module.

Adjustments to existing assets' costs (as in the case of Construction in Progress (CIP) assets) must come from the voucher only. The system assumes that Requisitions and PO's are for new assets.

Navigation: From the Home page in SMART, click on the ‘**Accounts Payable**’ link on the left Navigation Menu, then click on ‘**Vouchers**.’ Next, click ‘**Add/Update**’ and finally ‘**Regular Entry**.’

Asset data is located on the **Assets** tab in the **Distribution Lines Section** under **Invoice Lines**.

If the **AM BU** and **Profile ID** were entered on either the **Requisition** or **Purchase Order** and the **Copy PO** button or the **Worksheet Copy Option** dropdown is used to associate the **Purchase Order** to the **Voucher**, asset information will default into the **Voucher**.

Fields	Description
Asset Checkbox	Selected
Business Unit	Validate your business unit
Profile ID	<p>Validate the Profile ID field that defaulted from the Purchasing module. See the Foundation Information section for more information. It is imperative the correct value is selected here to reduce errors in the AM module. Be sure to consider the unit cost of each asset versus the capitalization threshold to determine whether the asset is capital or noncapital.</p> <p>Note: If the Voucher Processor finds that the <u>Profile ID used on the PO was incorrect, it can and should be changed on the Voucher</u>. This will allow the correct cost and book(s) to be entered on the asset since financial information comes from the voucher. However, the Voucher Processor should notify the Asset Processor that this change was made. Additional corrections in Asset Management will be required if a partial asset record was created as a result of the receipt. Those corrections include Asset Class and Profile ID in Basic Add.</p>
Asset ID	The default value is NEXT. If the asset you're adding is a new purchase, NEXT is applicable.
Sequence Number	This field will be automatically populated if the "Use One Asset ID" box was checked. Each affected row will have a "1". Note that once processing has begun on the voucher, the "Use One Asset ID" checkbox will no longer be checked, but the user can review this field to determine if it was checked originally.

After the voucher is posted, the data will integrate into the Asset Management Loader Tables, where the Agency Asset Processor is responsible for reviewing and loading the data.

Items to Note Regarding Processing a Voucher After a Receipt

- If the **receipt was serialized** (ie the quantity was split out into individual asset lines), the total cost from the voucher will be split automatically between the assets that were created as a result of the serialized receipt.
- If the **Use One Asset ID button was selected on the receipt**, the split-funding from the voucher will automatically integrate into AM.
- If multiple Asset ID's were created erroneously as a result of not using the Use One Asset ID button on the receipt, the voucher cost will be split between the created Asset ID's. This would have to be corrected manually in AM via adjustments to cost and/or quantity.

Items to Note Regarding Processing a Voucher With No Associated Receipt

- If there are **multiple assets on the same Invoice Line** (ie Quantity > 1.000), those lines will need to be split out into individual assets by the Agency Asset Processor in the AM Loader Tables via Unitization.
- If the **asset is split-funded**, utilize the “**Use One Asset ID**” checkbox. Each asset should have its own Invoice Line. Then there should be multiple Distribution Lines under each Invoice Line. That tells the system all Distribution Lines within that Invoice Line are for the same asset. This will result in one split-funded asset in AM. Remember **only those lines with the AM BU and Profile ID will integrate forward into AM**, so mark every applicable Distribution Line with the AM Business Unit and Profile ID.
- Note that the Sequence Number field on the Assets tab will be populated with a “1” on each funding line if the “**Use One Asset ID**” box was checked. After processing has begun on the voucher, the “Use One Asset ID” box will no longer be checked, but the Sequence Number field will validate that it was originally.

Invoice Lines

Line 1 *Distribute by Amount Item ONE ASSET, multi DISTR Quantity 1.0000 UOM EA Unit Price 5,475.07000 Extended Amount 5,475.07

Ship To 034SHR SpeedChart

Amount Only ☒ Use One Asset ID Calculate

Override PO Pct

Purchase Order & Receiver Info Associate Receiver(s)

▼ Distribution Lines Customize Find View 1 First 1-2 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets		
Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type
<input checked="" type="checkbox"/>	03400	540100	NEXT		
<input checked="" type="checkbox"/>	03400	540100	NEXT		